

## PERMANENT BUILDING COMMITTEE

Minutes – December 1, 2020

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, Nancy Rubenstein (8 p.m.), Jennifer Pincus, Anuraj Shah, and John Kraemer. Also present: Facilities Director William Barletta.

The ZOOM meeting recorded for presentation on Sudbury TV hosted by Facilities Director William Barletta was called to order at 6:30 p.m. by Co-Chair Elaine Jones.

Minutes The minutes of November 19, 2020 and attached timeline were approved as revised unanimously.

Fairbank Community Center Project The timeline developed on November 19 was revised with the addition of a mandatory site visit relative to the Project Management solicitation to be conducted by Facilities Director William Barletta on December 17, 2020 at 2 p.m. An invitation to the site visit will be included in both the newspaper notice and Central Register publication.

The timeline was also revised to change the PBC meeting date scheduled for Thursday, February 4, 2021 to Wednesday, February 3, 2021.

Ms. Jones stated that the Central Register notice will be submitted on December 2 for publication on Wednesday, December 9, 2020 with the local newspaper publication on December 10, 2020. Materials to be available for the potential candidates include the Notice, Request for Qualifications (RFQ), Agreement, and the ICON Feasibility Study dated November 19, 2019.

Members continued their review of the draft RFQ and Agreement which included additional wording from that reviewed at the November 19, 2020 PBC meeting.

Mr. Blake expressed his opinion that the construction budget set forth by ICON utilized in the Town Meeting vote approving the funding was based on the CM at risk process and, in his opinion, may provide for additional available project funding if the less expensive general construction process is utilized. Therefore, at his suggestion, the addition of wording in the evaluation section of the RFQ will include specific reference to CM at risk experience. This would allow the PBC to evaluate the OPM's CM at Risk experience should the PBC decide to pursue the CM at Risk construction process for the Community Center. It was agreed to insert the additional wording.

At the conclusion of the document review, all documents as revised were approved for distribution.

In regard to the Fairbank PBC Project Management, the group discussed the responsibilities in more detail. Ms. Pincus reaffirmed her interest and Ms. Rubenstein agreed to participate with Ms. Pincus taking the lead. Mr. Blake offered his assistance if needed and it was noted that the whole Committee as a team would be participating in the comprehensive review process and Mr. Barletta's participation will be constant throughout the process. Also, it was noted that participation from representatives of the user groups will be providing input in the review process. The intention is that two members from each group who served on the advisory

committee would be designated to participate: the Sr. Center Director and a member of the Council on Aging; the Parks and Recreation Director and a member of the Commission; the Sudbury Public Schools (SPS) Superintendent or his designee, and the SPS Business Manager.

Upon receipt of the Project Management candidates' proposals on January 14, 2021, the proposals will be delivered to each member for individual review of the qualifications in order to individually rate the candidates in preparation for the January 21, 2021 PBC meeting during which a selection of three finalists for interview will be made by the PBC.

Other Business Mr. Jones will draft a PBC 2020 report for review at a later meeting for submission for inclusion in the 2020 Annual Town Report.

Meeting Schedule The next meeting of the PBC will be held via ZOOM on January 21, 2021, with the time to be arranged. The following meeting planned for January 28, 2021 will be utilized for interviews of the three top candidates, setting a not-to-exceed fee to be negotiated with the proposed finalist, and for a decision on the contract recommendation to the Town Manager pending successful fee negotiation.

There being no further business, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Elaine L. Jones, Co-Chair  
Permanent Building Committee